



REPORT OF LOSS TO STATE-OWNED PROPERTY

*Complete pages 1 & 2 for losses to Fine Art**

FOR STATE AGENCY USE ONLY

Agency Name:					
Date Reported:		Time:		Agency Code:	

LOSS DATA

Date:		Time:			
Kind of Loss:					
Location:					
Estimate of loss:					
Description of loss/damage:					

FOR INFORMATION, CONTACT

Name:		Title:			
Address:					
Local Phone Number:		FAX:			

REPORTED BY

Name:		Title:			
Address:					
Local Phone Number:		FAX:			

COMMENTS

REPORT OF LOSS TO FINE ART*

*Fine Art: Prints, drawings, photographs, paintings, antiques, rare books, manuscripts, coins, glass, artifacts, rugs, objects of historical interest owned or in "care, custody or control".

FOR STATE AGENCY USE ONLY

Title of Object:	
Date or Period: (circa)	
Artist:	
Is the artist living?	
Size and/or weight:	
Inscriptions/Markings:	
Type of object (painting, sculpture, furniture, jewelry):	
Subject of the Work:	
Distinguishing Features/ Previous Repairs	
Name and Address of Owner and / or Lender:	
Value of the Object (determination):	
Police Report Number (if applicable):	
Location of Object:	
Distinguishing Features/ Previous Repairs	
Documentation – Forward any shipping papers, receipts, invoices, purchase agreements available photographs, loan agreement, etc.):	

PROTECT AND PRESERVE THE OBJECT IN A SAFE PLACE!